

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **Pauline S. Caintic**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.63	
b. Students (50%)		5.00	
Total for Instruction	15%	4.82	0.72
2. Research Services	20%	4.67	0.93
3. Extension Services	20%	4.93	0.99
4. Capacity Building	5%	5.00	0.25
5. Administration and Facilitative Services	35%	4.87	1.70
6. Frontline Services	5%	4.67	0.23
TOTAL	100%		4.82

EQUIVALENT NUMERICAL RATING: 4.82

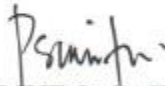
Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


PAULINE S. CAINTIC
Name of Faculty


OTHELLO B. CAPUNO
Director, ViCAARP & Vice Pres for R&E

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
Visayas State University

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, PAULINE S. CAINTIC, of the Visayas Consortium for Agriculture, Aquatic and Resources Program (ViCAARP), commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2017.


PAULINE S. CAINTIC
Instructor


OTHELLO B. CAPUNO
ViCAARP Director

Date: _____

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO	MFO 1. Advanced Education Services									
	PI 1: Number of subjects taught		Teach subjects on Agronomy	1	1 subject with 2.91 workload units	4.7	4.5	4.7	4.633	
	Sub-Rating								4.63	
	MFO 2. Research Services									
	PI 1. Efficient coordination/facilitation in the conduct and implementation of research projects		Prepare/Facilitate communications & documents for action; Coordinate/Facilitate meetings & workshops	90%	100% accomplished	4	5	4	4.33	
	PI 2. Number of research proposals submitted		Facilitate/Coordinate in the conduct of meetings and workshops; Prepare/Facilitate communications & documents for action; Prepare endorsement letters	6	15 research proposals submitted	5	4	5	4.67	
	PI 3. Amount of research money generated from external funding (Thousand PHP)		Preparation of billing statements for member-agencies; Prepare/Facilitate communications & documents for action	1.0 M	PhP 515,000 Annual Contribution PhP 715,488 PCAARRD Total = 1,230,488.00	5	5	5	5.00	
	PI 4. Amount of money generated from institutional funding (Thousand PHP)		Prepare/Facilitate communications & documents for action	2 M	PhP 2.0 M	4	5	5	4.67	
	Sub-Rating								4.67	

	PI 2: Number of workshops/management meetings facilitated/coordinated	Prepare invitation letters; Send invitation thru fax & email; Follow-up confirmation of participants; Prepare draft agenda; Reproduce minutes of meetings; Prepare powerpoint presentations; Facilitate during the meeting proper; Facilitate arrangements with host agency on venue, food and accommodation; Facilitate travel arrangements of participants; Prepare honorarium for ViCARP members	5	(1) ViCAARP Coordinators' meeting on January 5 and March 3 (2) Meeting with PCAARRD and DOST-8 officials and some VSU officials and researchers on January 5 at VSU Guest House regarding abaca project (3) Special RRDEN meeting on March 31 at DARFO-8, Tacloban City (4) Bids and Awards Committee (BAC) Meetings on March 6, 13, & 22, April 10, 18 & June 23 (5) Inter-regional writeshop for SAFE project proposal development on April 10-11 at OVPRE (6) Special RRDEN meeting on May 17 at DARFO-8, Tacloban City	5	5	4	4.67	
	PI 3: Number of RDE reports packaged and produced	Preparation/consolidation and submission of reports	2	(1) Jan-March quarterly report (2) April-June quarterly report (3) ViCAARP nomination to the CSC Pag-asa Award (Group Category)	4	5	5	4.67	
	PI 4: Number of committee membership	Serve as committee chairman or member	1	Secretariat - BAC	4.8	4.8	5	4.87	
	PI 5: Efficient utilization of funds	Take charge in the monitoring and control of allotment and expenditures of ViCAARP funds; Review financial reports	90%	100% accomplished	5	5	5	5.00	
	PI 6: Efficient administrative services	Provide administrative support to the consortium; Prepare appointments of consortium members, coordinators and project leaders; Take charge of office communications; Receive/send emails and fax; Facilitate and process travel documents; Establish and maintain filing system of office documents; Oversee issuance of supplies and materials	90%	100% accomplished	5	5	5	5.00	
	Sub-Rating							4.87	
	MFO 6. Frontline Services								

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PAULINE S. CAINTIC

Signature: _____

Performance Rating: Outstanding

Aim: To have an efficient and effective performance.

Proposed Interventions to Improve Performance:

Date: January 1, 2017

Target Date: June 30, 2017

First Step:

Regular consultation to ensure that office targets and goals are meet

Result:

Problems and issues are immediately addressed

Date: July 1, 2017

Target Date: December 31, 2017

Next Step:

Provide directions at the same time provide opportunity for the employee to
suggest ideas and new initiatives

Outcome: Employee is empowered in achieving the office targets and activities efficiently
and effectively

Final Step/Recommendation:

Provide opportunity for continuous learning and capability development

Prepared by:


OTHELLO B. CAPUNO
Director, ViCAARP

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2nd	
X	3rd	
X	4th	

Name of Office: ViCAARP

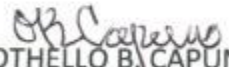
Head of Office: Dr. Othello B. Capuno

Name of Faculty/Staff: Pauline S. Caintic Signature:  Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring • Daily office attendance • University-wide activities • Conduct of RDE activities • Official travel	As the need arises	As the need arises	As the need arises	• Use of logbook/biometrics • Minutes of meeting • Activity report • Travel report	
Coaching • R & D Management • Methods/techniques of teaching	As the need arises	As the need arises	As the need arises	• Capability building activities (trainings, workshops, seminars, etc.)	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


OTHELLO B. CAPUNO
Immediate Supervisor

Verified by:


EDGARDO E. TULIN
Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO